

Wallops Contractor Safety Council
Meeting Minutes
August 14, 2001

CHAIRMAN: Dwayne Rye/CSC/803

ATTENDANCE:

OHI/Curtis Oakley
NSROC/Jim Deaton
CSC/803Dwayne Rye
Cortez III/Ed Bohl
NASA/803 Terry Potterton
CSC/Bob Hickman

PRC/Jim Deaton
GHG/Dean Carroll
DynCorp/Mike Singer
NSI/Bill Hargrove
CSC/Robin Newswanger
GHG/Steve Jones

AGENDA:

Hurricane Preparedness
VPP Update
WFF Executive Safety Committee
Office Safety (Postponed)
Personnel with Disabilities
Transporting Personnel with Disabilities
Slips, Trips, and Falls - and Walking
National Weather Service WebSite
WFF Confined Space Program
Upcoming Safety Training
Monthly Incidence Report for the month of July

MINUTES:

Old Business:

None Discussed.

New Business

HURRICANE PREPAREDNESS - Dwayne Rye/CSC opened discussion on hurricane preparedness, and passed-out copies of the WFF Hurricane Preparedness Plan. Terry Potterton discussed that there has been changes to the plan, and that a new revision will be coming out shortly. The processes and procedures have not changed. This is the start of the Hurricane season and it will peak around mid September. Contractors were

informed that now is the time to start thinking about their facilities and work sites and be prepared for bad weather. Contractors will receive the revision as soon as it's approved.

VPP UPDATE - No new changes to the GSFC/WFF VPP initiative at this time, The VPP remains stalled for the time being. The GSFC has expressed intent to continue the VPP initiative, but has left the date for application open. There has been however, new developments with other NASA facilities concerning VPP. The White Sands Test Facility and Honeywell joined forces and achieved concurrent VPP Star Status- This was a first in which a contractor has achieved VPP before the Prime.

WFF EXECUTIVE SAFETY COMMITTEE - WFF now has an Executive Safety Committee that will meet the first Wednesday of every month. The first meeting addressed issues concerning the recent PEP survey, VPP, and the Committee Charter. The Contractor Safety Council will provide a representative that will bring forward issues discussed at the meetings and relay information back to the council. At this time Steve Jones/GHG has volunteered to be the Councils representative. Information presented from the committee will be included in future minute. Further information will be forthcoming.

PERSONNEL WITH DISABILITIES - The Council addressed the issue of personnel with disabilities and physical disorders such as diabetes. Supervisors and Managers need to be aware of their personnel that have been medically diagnosed with disabilities and/or physical disorders in the event of sudden changes or onset of physical life threatening conditions while at work. Employees, Supervisors and Managers need to know the signs and symptoms of these conditions that could threatening the physical health and well being of personnel, and to ensure immediate medical assistance is provided if certain signs and symptoms are observed. Safety representatives also need to consider these measures as part of their Safety and Health Programs.

TRANSPORTING PERSONNEL TO MEDICAL FACILITIES - Mike Singer/DynCorp addressed the need to ensure personnel that are injured or involved in an incident requiring medical attention must be provided transportation to the medical center if needed. An incident occurred recently in which personnel transported themselves to the medical facility. This type of occurrence is extremely hazardous, not only to the individual(s) seeking medical care, but to the other individuals traveling the roadways. Management has the responsibility to ensure prompt transportation and medical care is provided in these events.

SLIPS TRIPS and FALLS - and WALKING - Bob Hickman/CSC addressed the last Goddard Safety Committee Meeting in which the latest center wide injury/illness statistics showed that approx. 51% of all accidents occurred as a result or people just walking to and from. Although this is within the Slip,Trip, and Fall category, the injuries occurring while walking are high. While we all work around potential hazardous processes and substances every day, it's the little things that we don't think about that will get us. Take the time to observe the common every day things we do and places we go - the hazards are there.

NATIONAL WEATHER SERVICE WEBSITE - Steve Jones/GHG discussed the National Weather Service Web site that provides a web page for lightning probability detailing a local or regional map that indicates areas that have a high probability of lightning. The site is updated every three hours providing up-to-date information. The site is one more resource to consider while planning operations in which lightning needs to be considered.

WFF CONFINED SPACE PROGRAM - Terry Potterton/Code803 discussed the WFF Confined Space Program, and that the Safety Office is currently working on developing a written WFF policy for entering these spaces. The procedures and guidelines are only in draft form that address utilizing a Master Entry Plan (MEP) Concept and establishing a Confined Space Program Team (CSPT). Each Confined Space, or Group of confined spaces, will have it's own set of unique procedures that are developed by the CSPT. The CSPT will be made up of personnel from the Safety Office, Fire/Rescue, and representatives of the organization that is responsible for the Confined Space. A presentation will be prepared in the near future in which the procedures will be open for review by the Contractors Safety Council members or representatives.

UPCOMING SAFETY TRAINING - Dwayne Rye/CSC presented information concerning the upcoming NSTC training at WFF. The System Safety Special Subjects course is currently scheduled for Sept. 17, 2001. The new Schedule for 2002 has been approved. As soon as the new flyers are received they will be distributed. See attached schedule. This Training is available to all Civil Service and Contractor personnel at no cost.

Special Note: Thank You to all that submitted input for the Annual Training Needs Assessment. Your support in this program is greatly appreciated.

SAFETY OFFICE MONTHLY INCIDENT REPORT Dwayne Rye/CSC presented the incident report for the month of July. The report is a compilation of all reported close calls, mishap reports, and Fire Dept. responses for that particular month. This report will now be attached to the minutes of each meeting.

If you have any questions or have information that you would like to discuss please contact Dave Quillen at Ext. 2025 or Dwayne Rye at ext. 1884,

The next Contractor Safety Council meeting is scheduled for September 11, 2001 at 10 a.m. in building E-107, Room 117.

See You Next Month.